Pcard Prodedures

The purpose of this job aid is to provide University PCard holders instructions on how to locate and use My Wallet to add attachments and justifications to their PCard transactions in the financial system (EFS). This guide has been tailored to requirements unique to the Swenson College of Science and Engineering (SCSE).

Before Purchase

- For purchases greater than $500 using non-sponsored funds **pre-approval** must be obtained from the Department Head.
- For sponsored projects **pre-approval** must be obtained from the PI for all purchases.

During Purchase

- Ask for tax exemption. Be prepared by having your tax exemption certificate with you. Our tax exemption ID # is located on the front of your pcard. If you mistakenly have paid tax in a transaction, it is **your** responsibility to have it refunded to the pcard.
- Get an ***itemized*** receipt. If you do not have one **you** must call the company to get one.

After Purchase

- Pcard holders must reconcile their transactions within **1 week** of receiving their purchase.
- Cardholders must provide a budget string or account/project name.
- Cardholders must provide detailed receipt – not a credit card receipt or statement.
- Cardholders must have signed pre-approval form when necessary.

Requirements for Attachments

In the case of **paper** receipts:

1. Must be **signed**.
2. Must be either scanned (small receipts must be taped to a white letter size sheet of paper prior to scanning) or photographed (JPEG and PDF file types accepted) – this document must be legible.
3. Justification and budget string are NOT required on the receipt.

In the case of **digital** receipts:

1. Details of purchase must be within the text of the email, NOT as an attachment.
2. Emailed receipts must be to your University email address.
3. To save an email as a PDF, use the Print function save as a PDF.
4. Attach the signed pre-approved purchase request.

Pre-Approval Purchase Request Form

Purchases charged to a non-sponsored funds > $500 and all purchases charged to sponsored projects must have documented pre-approval from the Department Head or PI, respectively. Approval can be demonstrated as either

1. Signed Pre-Approval Purchase Request Form.
2. Email sent from PI's University email to cardholder's University email.
3. Signature on receipt.

Questions?

Main contact(s): Departmental accounting staff.

Alternate contact(s): Sandy Meints (slmeints@d.umn.edu, x7945) Connie Rosandich (crosandi@d.umn.edu x7570)

Add Budget, Justification, and Attachment in My Wallet

1. Open My Wallet through My U Portal by clicking the **Purchasing** tab, then <My Wallet>.
2. On the **Find an Existing Value** page, enter your employee ID number and click <Search>.
3. The **Review My Wallet Receipts** page opens and lists transactions.
4. Locate the needed transaction.
    a. If the desired PCard transaction does not appear, search criteria can be changed for the following fields:
        i. *From Date and Through Date fields*
        ii. *Receipt Data Sources: leave at the default "All Data Sources"*
        iii. *Transaction Status*:
            1. "Unassigned": Default status. PCard transactions that have not been attached to an expense report (reconciled)
            2. "Assigned": PCard transactions that have been attached to an expense report (reconciled)
            3. "All Data Sources": retrieves both unassigned and assigned transactions
        iv. *Select by Credit Card*
        v. *After selecting new parameters, click <Search>.*
5. Verify the transaction dollar amount matches the receipt amount. In the case that the amounts do not match, contact the merchant to resolve the discrepancy.
6. If you have a paper receipt, tape the receipt to a white letter size sheet of paper. Scan the receipt sending it to your email address. Save file to your computer.
7. Add attachment and comments for each transaction:
    a. Click <PCard> in the Expense Type column to enter comments and add an attachment.
    b. The **My Wallet Detail** subpage will appear.
    c. In the Description field:
        i. Enter budget string at the beginning of your description
        ii. Enter justification second. Justifications must include **why** a purchase was made. Text is limited to 254 characters. If you need more space, write the details on the receipt before attaching. Do not include vendor name or date of purchase – this information is already in the system and should be on the receipt.
        iii. For **sponsored projects**: in addition to why a purchase was made, provide details for **how** the purchase directly benefits the sponsored project. EXAMPLE: *3006-10416-00012345 Purchase of batteries for use in GPS units and headlamps. These items are used to navigate to survey sites in remote areas at night.*
    d. Click <Attachments>.
    e. On the **My Wallet Attachments** page, click <Add Attachments>.
    f. Click <Browse>.
    g. On the **Choose File to Upload** window, select the needed file by clicking <Open> then <Upload>.
    h. On the My Wallet Attachments page, enter a descriptive name for the file. *Do not use this field to document the budget to charge and the justification for the purchase.*
    i. Click <OK> to complete attachments or click <Add Attachment> to upload additional attachments.

8. The Attachments link displays a count of attached documents.
9. The Enhanced Data link provides additional detail on the transaction for viewing. Click <Return> to finish viewing and close the **Enhanced Data** page. *Note that not all merchants provide this level of detail to US Bank.*
10. To view additional transactions, click the arrow icon or View All link located in the top right corner of the page.
11. When you are finished adding comments and attachments, click <Return to My Wallet>, located in the lower left of the page. Clicking <Return to My Wallet> will save changes.
12. On the **Review My Wallet Receipts** page the Additional Details column will display comments. The Attachments column will no longer display a plus sign next to the attachments icon, indicating that you have added attachments. A plus sign by the attachment icon indicates an attachment needs to be added.